

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 MODIFICATION AUTHORITY

Notwithstanding any of the other provisions of this contract, a Contracting Officer shall be the only individual on behalf of the Government authorized to:

- a. Accept nonconforming work;
- b. Waive any requirement of this contract; or
- c. Modify any term or condition of this contract.

G.2 TECHNICAL MONITOR

Performance of this work under this contract shall be subject to the coordination of the Technical Monitor (TM). The TM will be designated by the CO. The designation letter will include the TM's authority, responsibility, and limitations.

G.3 DELETED

G.4 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this contract shall contain a subject line commencing with the contract number, contractor's name and topic. If no Government Contract Administration Office is designated on the face page of this contract, all correspondence shall be subject to the following procedures:

(a) Technical Correspondence

Technical correspondence (as used herein, excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions, of this contract) shall be addressed to the TM with an information copy of the correspondence to the Contracting Officer. The TM for this contract will be identified in the TM designation letter. All correspondence shall reference the contract number.

(b) Other Correspondence

Correspondence other than technical correspondence shall be addressed to the Contracting Officer and Contract Specialist with information copies of the correspondence to the TM and other DOE-RL staff as directed by the CO. The contractor shall use the Contract Specialist as the focal point of contact. The Contracting Officer and Contract Specialist's names, addresses, phone numbers, fax numbers, and email addresses are as follows:

Contracting Officer:

John Wiltshire
U.S. Department of Energy
Richland Operations Office
825 Jadwin Avenue, A7-80
Richland, WA 99352
Phone: 509-376-4833
Facsimile: 509-376-5378
John.Wiltshire@rl.doe.gov

Contract Specialist:

Katie Agee
U.S. Department of Energy
Richland Operations Office
825 Jadwin Avenue, A7-80
Richland, WA 99352
Phone: 509-376-4427
Facsimile: 509-376-5378
Katie.Agee@rl.doe.gov

G.5 BILLING INSTRUCTIONS

- (a) Invoices shall be submitted monthly unless otherwise directed by the Contracting Officer. All invoices must contain the information found at FAR 32.905(b)(1) in order to be processed.
- (b) The contractor shall submit invoices electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows vendors to check the payment status of any invoice submitted to DOE. To obtain access to and use VIPERS, visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system can be found in the "Electronic Invoice Instructions" document under the "Document Links" section on the web page.
- (c) Approval of Invoices – The invoice will be approved by the Government within 30 calendar days once a proper invoice is received for payment